



## Assistant Registrar

**Department:** Registrar

**Class Code:** 1170

**EEO Code:** 26

**FLSA:** N

**Effective:** 03/06/1991

---

### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty registering residents of Chesterfield County for the purpose of voting and providing assistance during elections; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

(illustrative only)

Registers the residents of Chesterfield County to vote;

Prepares for and assists during elections, to include ensuring arrival of necessary materials prior to scheduled voting, supervising satellite voter registrars, and providing direction and assistance during actual voting times;

Processes, updates and maintains automated voter registration records;

Notifies all voters by mail of proper precinct and poll locations for voting;

Assesses needs of citizens and establishes voter registration schedules and locations to meet those needs;

Creates and revises precinct boundaries based upon guidelines;

Communicates appropriate law clearly and concisely to requesting individuals;

Prepares payroll and budget and maintains related files;

Maintains voting records;

Prepares correspondence and reports;

Performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of election law and the political process; of budgetary and accounting processes and procedures. Good skill in typing; in filing and keeping accurate records; in reading maps; in oral and written communication; in using computer software and mainframe equipment.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a high school diploma, with coursework in business and typing and two (2) years experience office experience; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
---